



February 22, 2007

TO: Transportation Authority of Marin Commissioners

FROM: Dianne Steinhauser, Executive Director

RE: Accounting and Administration Specialist Position, Agenda Item 9

Dear Commissioners:

### **Executive Summary**

TAM has been utilizing the County of Marin Auditor/ Controller for all of its accounting needs since its formation in January 2004. With the advent of a new accounting system in the County in July 2007, TAM is solely responsible for all transactions related to its revenues and expenditures. Previously, these functions were performed under contract with Marin County Public Works accounting staff who were unable to continue in that role after June 30, 2006. The Clerk to the Board and the Executive Director struggled for several months to manage the revenue and expenditure transactions themselves. With the arrival of the Finance Manager in September, the Executive Director duties were reduced, but the Clerk to the Board, also serving as the Executive Director's executive assistant, remains overly burdened.

Meanwhile, with the increasing burden of business activities and responsibilities, TAM is struggling to carry out and maintain a number of its business responsibilities. Additional administrative support is needed for a variety of activities such as the development of Board packets, the handling and storage of original documents, the management of meetings and events, and the tracking and storage of original documents. It is envisioned that these dual tasks of accounting assistance, along with administrative support can be embodied into one position, an Accounting and Administrative Specialist.

This position is described in detail in the attached job specification. A salary survey was conducted, also attached, to support the recommendation that a nine-step salary range be adopted. This salary range will be comparable to the current range assigned to the Executive Assistant / Clerk to the Board.

The position will receive direction primarily from the Finance Manager and Executive Director. Budget capacity is adequate to bring this position onboard at this time.

The Executive Committee reviewed the position specification and the salary range and unanimously supported approval.

**Recommendation: The TAM Board review and approve the specifications and salary range for the addition of a TAM Accounting and Administration Specialist position and authorize staff to fill the position.**

### **Background**

TAM lost the support of Marin County accounting staff for all its accounting function needs as of June 30, 2006. Meanwhile, with the increasing business activities and responsibilities, TAM struggles to keep up with the increasing level of administrative tasks, including increased activity of the Executive Director, as well as other TAM managers. In order to fulfill all the tasks as well as maintain quality service, TAM has been utilizing overtime as well as consultant support for some of its daily financial and administrative functions, while letting a number of functions go unattended. This is not the most cost-effective way of spending the agency's limited financial resources. With the implementation of the County's new financial system - SAP, and increasing daily accounting and financial activities, the need of having an in-house accounting staff for TAM is more pronounced. This new position will also assist with TAM's daily administration functions, and any special tasks as assigned by management.

### **Job Specification and Salary Range**

Analysis of the proposed duties and associated level of authority, likely independence of action, and required expertise for this position to perform successfully was conducted along with research and analysis on comparable external labor market classifications. External market classification and compensation data was gathered and examined to determine current practices in similar or related classifications. This data supplied information on the prerequisite knowledge, skills, and abilities and associated minimum hiring qualifications related to similar positions in like organizations. Staff and TAM's consultant utilized the same sample group of professional transportation organizations as was used in hiring the Executive Assistant and the four TAM manager positions. Due to the dual functional areas for this position, a broader comparison was made for similar positions in these agencies. Comparison was determined at the entry professional accounting level and the journey level of similar administrative assistance classifications. Inclusion of a cross-section of these salaries for both these types of positions provides more accurate labor market results thus enabling the Authority to recruit competitively.

Attached are the results of the salary survey conducted, as well as the recommended salary range for this position.

Staff have established a control point representative of the average salary level of those agencies surveyed. As with the other positions, the TAM Executive Director will make every attempt to hire at or below the control point. A range is established 10% above and below the control point, in 2.5% steps:

	<b>Control Point</b>								
<i>monthly</i>	4,356	4,465	4,585	4,700	<b>4,826</b>	4,947	5,067	5,194	5,308
<i>yearly</i>	52,272	53,579	55,020	56,396	57,912	59,360	60,804	62,324	63,696

### **Budget Capacity**

Review of confirmed revenues indicates that the hiring package recommended, in concert with the benefit suite, fit well within the budget capacity. The revenue will come from a combination of savings from less consultant support needed as well as new revenue capacities from various funding sources.

**Recommendation:** The TAM Board review and approve the specifications and salary range for the addition of a TAM Accounting and Administration Specialist position, and authorize staff to fill the position.

**Attachment:**

Accounting and Administration Specialist Job Specifications  
Salary survey results  
Organizational Chart

## TRANSPORTATION AUTHORITY OF MARIN

### Accounting and Administration Specialist

#### **DEFINITION**

Under general supervision, provides technical and/or paraprofessional and accounting and administrative support within the Authority's administrative services unit; performs accurate and timely accounting, budgetary support and administrative work in the preparation, processing, maintenance, and verification of accounting documents records and reports, such as payroll and invoice processing, accounts receivable and payable, , budgets and annual financial statements etc.

Performs administrative support duties for overall Agency administration such as developing and compiling Board packets, assistance in grant proposal development, and major transportation authority projects **and back up support for front office**; performs other related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Manager of Finance and Administration and general supervision from the Executive Director. General direction may be provided by other Agency management staff on a project basis.

#### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Reviews, processes, and inputs vendor invoices into the SAP accounting and financial system; contacts vendors with questions and/or responds to vendor inquiries and concerns.
- Assists with data gathering, checking and document compilation during the annual budget process including processing budget amendments and transfer requests.
- Prepares, reviews and reconciles monthly and quarterly Revenue and Expenditure report, Budget vs. Actual Report and any special reports requested by management staff, TAM Board, and the general public.
- Assists with the preparation of TAM's annual financial statements and other annual reports.
- Coordinates financial, single, and other regulatory audits and reviews with outside auditor.
- Assists in the bond financing process and help tracking bond payments.
- **Attends to a variety of office administrative activities such as reviewing and processing invoices for payment; arranging for employee travel and acting as interface regarding Agency's - or vendor-provided software and hardware .**
- Works with the Finance Manager and TAM's auditor and providing supporting documents and reconciling differences.
- Tracks, Files, and maintains all accounting related documents according to the requirements of Governmental Accounting Standard Board; **maintains related agency files; and provides clerical support as needed.**

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- Conducts and follows through on a variety of special projects which may involve financial, accounting and administrative research and analysis, summarization of information and preparation of statistical and narrative reports.
- Processing, distributing, and maintaining of files for grant agreements, contract agreements, agreements and any other Authority projects under the direction of the project managers and Executive Director.
- Works with the assigned project manager to prepare and submit claims of expenditures for submission to various granting agencies for reimbursement, record account receivable, tracking payment.
- Assists with preparation of required reporting for federal, state, and local grants provided to the Authority.
- Assists with the preparation of the agendas and meeting packages for various Authority committees such as the Citizen's Oversight Committee and attends meetings and record minutes as needed.
- Assists in the assembly and distribution of board agenda packets and items complying with legal requirements regarding notification of Board members and the public.
- Assists with and coordinates special projects concerning and fostering cooperative working relationships with civic groups, inter-governmental agencies and agency staff.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Administrative procedures affecting inventory, purchasing, accounting and personnel/payroll transactions, **file maintenance and records management.**
- Practices and techniques of automated accounting and financial record keeping and report preparation in a public sector agency including Governmental Accounting Standards and practices
- Principles and practices of auditing and reconciling a variety of financial statements and accounting documents and records in a government setting.
- Public personnel, purchasing, and contract administration practices.
- Computer applications related to the work, including spreadsheet, data base applications and word processor.
- Office administration practices and procedures including records management and the operation of standard office equipment and standard computer software including Microsoft office Excel, Word, and PowerPoint.
- Legislation and regulations affecting routine actions of a Board.
- Principles and practices of records management.
- Correct business English, including spelling, grammar and punctuation.
- Standard office and administrative policies and procedures; business arithmetic; and business letter writing and the standard format for typed materials.
- Basic budgetary principles and terminology.

#### **Ability to:**

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- Perform technical and/or complex accounting, payroll, purchasing, financial and/or budgetary support work.
- Prepare a variety of complex financial, accounting and statistical reports, journals and ledgers in an accurate and timely manner.
- Interpret, understand and explain complex accounting and financial policies, procedures and transactions.
- Conducts accounting, financial and budgetary analyses and research.
- Learn complex program policies and procedures of a Transportation Agency.
- Read, understand and review documents for accuracy and relevant information.
- Use applicable office terminology, forms, documents and procedures in the course of work.
- Read, interpret and record data accurately.
- Organize, prioritize and follow-up on work assignments.
- Perform mathematical calculations quickly and accurately.
- Serve effectively as a member of the agency administrative team.
- Prepare and handle confidential, personal and sensitive material.
- Communicate effectively with wide variety of persons, both verbally and in writing.
- Manage time effectively and perform under tight deadlines.

### **Experience and Training:**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Experience:**

**Three years of administrative support experience which includes accounting, financial or bookkeeping duties.**

**Prior work experiences with the SAP financial system is highly desirable.**

#### **Training:**

Equivalent to a bachelor's degree from an accredited college or university with major course work in accounting, public or business administration, finance,, or a related field which includes at least two college semesters of coursework in accounting or bookkeeping.

**Directly related professional experience in finance, accounting and/or administrative support may be substituted for education requirements on a year-to-year basis.**

#### **License or Certificate:**

Possession of a valid California driver's license may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

### **Physical Demands and Working Conditions**

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The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is usually performed in a typical office setting with moderate noise and may require evening and weekend work. Travel is required to meetings and other jurisdictions. The noise level in the work environment is usually quiet. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## Attachment for Item 9: Accounting and Administration Specialist Salary Range

### Salary Survey for Accounting and Administration Specialist

Survey Agency	Title	Top Step	Note
Alameda County Transportation Authority	Accountant I	\$4,670	
Alameda County Transportation Authority	Administrative Assistant	\$4,583	
Contra Costa Transportation Authority	Administrative	\$4,700	lower level
Contra Costa Transportation Authority	Senior Accountant	n/a	
County of Marin	Administrative Services	\$4,602	
Napa Valley Transportation Planning Agency	Accounting Specialist	\$4,688	higher level
Napa Valley Transportation Planning Agency	Transportation	\$4,666	
San Francisco Transportation Authority	Accountant	\$6,183	
San Francisco Transportation Authority	Senior Account Clerk	\$4,572	
Santa Clara Valley Transportation Authority	Accountant I	\$4,918	
Santa Clara Valley Transportation Authority	Adm Services Assistant	\$4,551	
Sonoma County Transportation Authority	Accountant I	\$4,922	
Sonoma County Transportation Authority	Administrative Aide	\$4,626	
<b>Average / (Mean)</b>		<b>\$4,807</b>	
<b>Median</b>		<b>\$4,666</b>	
<b>Transportation Authority of Marin</b>		<b>Executive Assistant</b>	<b>\$4,826</b>

### Proposed Salary Range

	Lowest				Control Point	Highest			
<b>Monthly Salary</b>	4,356	4,465	4,585	4,700	<b>4,826</b>	4,947	5,067	5,194	5,308
<b>Annual Salary</b>	52,272	53,579	55,020	56,396	57,912	59,360	60,804	62,324	63,696